



Southern California Association of Governments

Human Resources

818 West 7th Street, 12th Floor, Los Angeles, California 90017 • (213) 236-1910 • www.scag.ca.gov

Member Relations Officer - # 277

(GOVERNMENT AFFAIRS ANALYST)

\$50,467 - \$75,706 annually

Typical Hiring Range: \$50,467 - \$63,096 annually

Open Until Filled. First Review of Applications is Friday, June 30, 2006

THE POSITION

Under direction, performs journey-level member relations activities at the grass roots level in assigned territory of Los Angeles; including communications and outreach on SCAG's policies, plans and programs; monitors SCAG's member relations/outreach programs; ensures steady and smooth flow of communications with partners and constituencies; makes presentations, performs conflict resolution; coordinates intra-regional and inter-regional meetings involving assigned territory; requires travel.

THE IDEAL CANDIDATE...

- Is dynamic, results-oriented with backgrounds in public relations, public affairs and campaign/issues management within the Los Angeles region
- Highly organized and at ease in the political arena
- Possesses unquestionable integrity
- Has the ability to work collaboratively to affect outcomes based on principles of effective coalition building and strategic alliances
- Is a strategist who inspires confidence in resolving regional challenges and enjoy providing out-front and behind the scenes leadership
- Outstanding oral and written communication skills are essential

DESCRIPTION OF DUTIES

- Communicate SCAG's policies, plans and programs through discussions, presentations and outreach materials on an on-going basis to various organizations in the assigned territory including local governments, key community and interest groups and district staff of congress members and the state legislature.
- Serve as SCAG's spokesperson and actively participate at meetings of Regional Council, policy and technical committees, county transportation commissions and others.
- Perform sub-regional relations and conflict resolution and outreach as needed.
- Advise Manager of Government and Public Affairs on significant agenda items and actions and inform of critical issues affecting SCAG in the sub-regions and actions needed, follow-up on meetings, correspondence, reports.

- Provide recommendations to improve SCAG's relationships, outreach efforts and overall communications strategy with organizations within the sub-region.
- Conduct or assist in the conducting of outreach efforts related to major SCAG initiatives such as the Regional Transportation Plan, Compass, etc.
- Recommend strategies for increasing SCAG's membership and work with non-member cities to join SCAG.
- Maintain positive relations with SCAG employees, elected officials, SCAG's partners, and others.

MINIMUM QUALIFICATIONS

Education, Training and Experience: Bachelor's degree from an accredited college or university with major coursework in political science, public administration, business administration, or a related field and two years of experience in public affairs, communications, public outreach or public campaigns or legislative advocacy. A Master's degree is desirable.

Knowledge of: Public relations, media advocacy and community affairs; applicable laws, policies and functions associated with SCAG or related Metropolitan Planning Organizations and the geo-political sub-divisions and issues in the SCAG region; organizational and management practices as applied to the analysis, evaluation, development and implementation of public outreach programs, policies and procedures; grass roots organizing concepts and techniques; community political organizing techniques; trends in transportation, housing or environmental issues; state and federal legislative processes and procedures; local, regional, state, and federal public policies related to transportation, housing, land use and environmental issues; research and reporting methods, techniques and procedures; sources of information related to a broad range of outreach and communications programs and services; principles and ethics of legislative advocacy; modern office procedures, methods and computer software; principles and procedures of legislative record keeping.

Ability to: Speak, write and communicate effectively; establish and maintain strong working relationships at all levels with a wide variety of people; conduct research, analyze, and evaluate outreach and communications strategies, policies, and procedures; prepare clear and concise presentations, correspondence and reports on a variety of issues; conduct

research on a wide variety of legislative and regulatory topics; effectively administer a variety of departmental programs and administrative activities; plan, organize, and carry out assignments from management staff with minimal supervision and direction; interpret and apply federal, state, and local policies, procedures, laws, and regulations; establish, maintain, and foster positive and harmonious working relationships, team spirit, and collaboration with those contacted in the course of work.

Special Requirements: Possession, or ability to obtain, an appropriate, valid driver's license; ability to work in a standard office environment; ability to travel to different sites and locations.

APPLICATION AND SELECTION PROCEDURE

Applicants must submit a completed SCAG application and resume to:

Southern California Association of Governments

Attn: Human Resources
818 West 7th Street, 12th Floor
Los Angeles, CA 90017
(213) 236-1910
www.scag.ca.gov

Applications and resumes must be received by Human Resources no later than 5:00 p.m. on the final filing date. Postmarks will not be accepted. All completed application materials will be reviewed. A limited number of the most qualified candidates will be selected to participate in the selection process based on the application, resume, and other written information submitted which clearly demonstrates the relevant breadth and depth of applicable training, experience, and education for the position. Selection process may include a written exam (qualifying), panel interview, and/or other testing as deemed appropriate. All applicants who meet the minimum qualifications are not guaranteed advancement through subsequent phases of the examination process.

EMPLOYMENT INFORMATION

- Before employment, applicants will be required to provide documentation that verifies their proof of eligibility to work in the United States.
- Reference checking will be done prior to hire. A thorough background check including a review of criminal history, DMV report, and financial history may be conducted for certain classifications.
- Employees are required to serve a one-year probationary period. Manager and director positions are employed through an annual contract.

EMPLOYEE PROGRAMS AND BENEFITS

- **Insurance Coverage:** Employees may choose from two HMO and two PPO CalPERS health plans and two dental plans. SCAG contributes \$550 towards insurance premiums with the cost difference paid out in cash. Dental and vision insurance is provided at no cost to employees. Life insurance, in the amount of \$50,000 is provided by employer. Short term and long term disability insurance plans are provided by SCAG.
- **Retirement:** Employees become members of the Public Employees' Retirement System (PERS) 2% @ 55 plan. SCAG pays the employee's 7% contribution. ICMA and Metlife 457 deferred compensation plans are available. SCAG does not participate in Social Security.

- **Holidays:** A total of 13 paid holidays – 9 designated and 4 floating – are provided annually.
- **Vacation:** Ten to twenty days per year, depending on tenure.
- **Sick Leave:** Employees accrue sick leave at the rate of one day per month.
- **Health and Dependent Care Reimbursement Account:** A tax-exempt savings plan is offered to pay eligible expenses associated with health and dependent care.
- **Rideshare/Transportation Incentive Program:** SCAG pays \$35 per month towards carpool expenses, and up to \$155 per month towards a monthly bus or Metrolink pass. In order to receive this benefit, employees must utilize one of the listed options at least 13 days per month. SCAG also provides a tax-exempt plan for parking expenses.
- **Flexible Time/Modified Work Week:** Some employees may work a modified 9-80 work schedule, with every other Friday off. SCAG offers a flexible work schedule to allow employees some flexibility on daily work hours.
- **Other Benefits:** Employees are eligible for credit union membership at the E-Central Credit Union. Employees may have their paychecks automatically deposited. Tuition reimbursement up to \$1,000 per year is offered for qualified courses.

THE ORGANIZATION

The Southern California Association of Governments (SCAG) is a regional planning agency and a Council of Governments, established in 1965. SCAG works to develop long-range policies and action plans to address issues of regional and sub-regional concern and to help local agencies meet Federal and State planning mandates. SCAG serves as a center for information exchange on a broad range of transportation, growth management, environmental, infrastructure and institutional issues. The SCAG region includes six counties, one hundred eighty-four cities, 38,000 square miles and a population of 17 million. For more information on SCAG, please visit our website at www.scag.ca.gov.

THE LOCATION

The main SCAG offices are located in bustling downtown Los Angeles. Los Angeles (L.A.) is located on the beautiful California Coast, and offers a year-round Mediterranean climate. The area is known for its cultural venues, sports centers, garment and jewelry districts, high-rise buildings, shopping, tourist attractions, fine restaurants, zoos, and museums. It is home to such professional sports organizations as the L.A. Lakers, Clippers, Sparks, Kings, and Dodgers. Downtown L.A. is easily accessible by Metrolink train, underground Metro, and bus.

EQUAL EMPLOYMENT OPPORTUNITY

SCAG is an equal employment opportunity employer. All personnel policies and programs are administered without regards to race, color, religion, political belief, age, national origin, sex, disability, cultural background, or sexual orientation. If you require assistance to participate in this recruitment, please call the Human Resources Office at (213) 236-1931. Advance notification of at least 3 days will enable us to arrange reasonable accommodations.